MANAGEMENT BOARD (MB) OPERATIONAL MEETING MINUTES – 12.6.14

DATE: Monday 12th June 2014 **TIME:** 11.30am   **LOCATION:** G18

ATTENDEES: Richard Sanders, Chief Executive (RS)
Sarah Glasspool, Finance Director (SMG)
Jo Symons, Director, Change & Development (RS)
Richard Frewin, Director, Enforcement (RF)
Dave Barrett, Head of HR

**ON CALL FOR
ITEM 4:**   Peter Sayce, Security and Governance Officer (PS)

Please note actions appear in BLUE

1. **Apologies for Absence/Substitutions:**
   Robert Gunn (RG), Paul Dixon (PRD), Lynnette Falk (LF), Tania Raynor (TR)

   RS asked about the TOR for the Board and whether there were enough MB members for a quorum/to make decisions. RF looked up the TOR during the meeting and confirmed that three or more board members constituted a quorum, therefore decisions could be made. *Review Management Board TOR (RS, July)*

2. **Minutes of the Last Meeting (12.5.14)**
   The Minutes of the last meeting were approved with two amendments as follows;
   (i)   Amend action officer of first action (regarding the removal of NMO's ISO9001 accreditation from Agency letterhead) from NRB to SMG/NRB *Amend accordingly (RS/TR, June)*
   (ii)   Agency Risk Register – Risk C&D1 and C&D2 change action to in blue font *Amend accordingly (RS/TR, June)*

3. **Matters/Actions Arising From Last Minutes**
   The following actions remained open, and the following comments were noted:
   These actions had emerged from the review of the risk register would be reviewed at Agenda Item 4 later on in the meeting:
   - CorpServ 4:
     o *Take a more substantive look at NMO security measures (SMG, July)*
     o *Change Control Strategy to "IT laptops and USB sticks containing sensitive data encrypted (PS to check this with Dan Shipp). All mobiles secured", Insert date of planned audit to be carried out by PS (SMG, July)*
   - *Formulate PMR User Group to see how the Agency could establish a more fitting PMR Form and report back on progress at July BTM (DB, July).*
   - *Draft Quality Objectives and Draft Quality Policy: Amend bullet point 6 to read "an effective enforcement authority is provided to the satisfaction of our MoU clients (BIS, DEFRA, DECC and DfT) [PRD, May].*

4. **Agency Risk Register (including risks elevated from BTM)**
   The risk register was fully reviewed and all actions were noted by PS to update the register accordingly.

5. **Proposal for NMO to engage in BIS Story Campaign**
   The corresponding paper regarding ~~Martin Donnelly~~ the Permanent Secretary's request to inform wider BIS of NMO as a Partner was discussed. It was agreed that a strong collaborative approach was necessary across the Agency, and that Niall Boyle, Head of Comms, should act as Project Manager to enhance delivery. *Produce project plan to be agreed by SMG (SMG/NRB, July)*

6. **Papers Referred up from the Capital Investment Group meeting (28.5.14) to the NMO Board**
   As there was no representative from the Estate Team present at the meeting, the Board agreed to

defer decisions until the MB Policy meeting later that month. However, the NPL Building 80 Faulty Linac Breaker repair was considered and agreed largely based on RG's previously emailed proposal to MB members which he had agreed immediately due to H&S concerns.

7. **Finance Report**
   SMG mentioned there was a risk that there may be insufficient admin budget in 2014/15 to cover all the NPL project costs. This would be fed back to BIS Finance.

8. **AOB**
   None

9. **Date of next meeting:** *Thursday 10th July 2014*

Action List

Date of Meeting	Action	Action Officer	Date	Progress	Open or Closed
12.6.14	Review Management Board TOR (RS, July)	RS	July		Open
	• Amend action officer of first action (regarding the removal of NMO's ISO9001 accreditation from Agency letterhead) from NRB to SMG/NRB • Agency Risk Register – Risk C&D1 and C&D2change action to in blue font	RS/TR	June		Open
14.3.14	CorpServ 4: • Take a more substantive look at NMO security measures • Change Control Strategy to "IT laptops and USB sticks containing sensitive data encrypted (PS to check this with Dan Shipp). All mobiles secured", Insert date of planned audit to be carried out by PS	MB PS	TBC June	Ongoing Ongoing	Open Open
12.6.14	• Formulate IDP User Group to see how the Agency could establish a more fitting IDP Form j and report back on progress at July BTM. • Draft Quality Objectives and Draft Quality Policy: Amend bullet point 6 to read "an effective enforcement authority is provided to the satisfaction of our MoU clients (BIS, DEFRA, DECC and DfT).	DB PRD	July May		Open
14.3.14	Formulate IDP User Group to see how the Agency could establish a more fitting IDP Form, and report back on progress at June BTM having taken into account the views of the SFG	DB	July	It was agreed that DB should press on and progress this (taking into account the views of the SFG), irrespective of the Civil Service review	Open
12.5.14	Draft Quality Objectives and Draft Quality Policy: Amend bullet point 6 to read "an effective enforcement authority is provided to the satisfaction of our MoU clients (BIS, DEFRA, DECC and DfT)	PRD	July		Open
12.6.14	Proposal for NMO to engage in BIS Story Campaign: Produce project plan to be agreed by SMG	SMG/NRB	July		Open